

## **Administrative Assistant - Front Range Consortium**

This is a civilian position that works for a 501(c)3 non-profit that supports the Air Force Academy.

### **UNITED STATES AIR FORCE ACADEMY ASSOCIATION & FOUNDATION**

The United States Air Force Academy Association & Foundation (“Association & Foundation”) believe strongly that the United States Air Force Academy (“Academy”) is a vital national resource, upholding the invaluable mission of developing leaders of character for our Air Force, Space Force and nation. The Association & Foundation have joined forces to accomplish their complementary missions to actively support these leaders as well as the Academy and its cadets.

The core values of the United States Air Force Academy are Integrity First, Service Before Self, and Excellence in All We Do. These same core values guide the Association & Foundation, as well as our boards and staff.

### **Association & Foundation - Institute for Future Conflict and Front Range Consortium (donation funded)**

The Institute for Future Conflict (IFC) is dedicated to creating and cultivating flexible warfighters who are prepared to prevail in conflict no matter what form it may take in the future. The IFC does this by working across all three major units at the United States Air Force Academy to develop warfighters in the classroom, on the training ground, and through athletic competition.

The Front Range Consortium (FRC) is a coalition of colleges and universities along the front range of the Rocky Mountains dedicated to establishing the area as a center for U.S. national security debates with the idea of connecting Colorado to the coasts.

### **THE OVERVIEW**

The Institute for Future Conflict (IFC) at the United States Air Force Academy seeks a qualified candidate for the full time, on-site position of Administrative Assistant of the Front Range Consortium (FRC), who will report directly to the Director of the FRC. This is a donation funded position. The Administrative Assistant will be required to be on a Volunteer Services Agreement (VSA) with USAFA.

The Administrative Assistant will assist the Director of the FRC with administrative and organizational tasks.

## **KEY RESPONSIBILITIES**

### **1. Program Coordination**

- Work with the FRC director to help run and coordinate the FRC's programs and events
- Coordinate and organize travel for FRC director
- Help build conference agendas, coordinate meeting space & support attendees
- Administrative and logistics support for all FRC programs
- Ensure that FRC events are aligned with the FRC mission
- Works with the FRC Director to ensure an efficient approach to include scheduling, email correspondence, trip and event planning (calendar management)
- Works with the FRC Director in onboarding new FRC members and ensuring a smooth transition into FRC operations
- Support the Assistant Director of the FRC as needed
- Other duties as assigned

### **2. Event Planning and Stakeholder Engagement**

- Plan and execute internal and external meetings in coordination with the FRC Director
- Coordinate and organize events
- Help coordinate travel and logistics for the FRC Director, ensuring proper documentation and approvals
- Facilitate engagements with senior military officers (working with senior FRC leadership), external organizations, and FRC/ affiliated personnel
- Oversee visitor arrangements, including escorting guests and coordinating facility access

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- An ambitious and motivated professional, who values working with committed colleagues in a fast-paced and collaborative environment
- The ability to solve problems and manage multiple tasks concurrently, which will require excellent organizational skills and management skills
- Excellent written and oral communication skills are required along with strong social skills, instincts, judgement, and integrity
- Experience in event planning, planning coordination, and stakeholder engagement
- Demonstrated and significant interpersonal skills and the ability to connect people and resources
- Ability to manage multiple tasks and deadlines in a challenging environment
- Proficiency in Microsoft Office Suite and website content management systems
- Ability to become proficient if not already with USAFA-related systems and processes (e.g. filing SCA's, TMT, DTS, room reservations)
- A strong work ethic, a commitment to high performance and teamwork and a proven ability and desire to reach increasingly aggressive goals

## **REQUIRED QUALIFICATIONS**

- Experience successfully leading a portfolio as a research development professional in academia, industry or government, including awarding and overseeing grant programs.
- Substantive experience successfully planning and executing conferences and events, within academia, industry, NGOs or government.
- Must be a U.S. citizen and either possess or be able to obtain a security clearance at the secret level.

## **PREFERRED QUALIFICATIONS**

- Minimum of 3 years of administrative or office management experience is required
- Demonstrated organizational and time management skills
- Ability to multi-task and work as part of a team
- Prior experience in military, defense, academic or government operations
- Must possess or be able to obtain a security clearance
- Desired experience with travel and fiscal management systems such as DTS and TMT

## **COMPENSATION AND BENEFITS**

The hourly range for this position is \$23.08 - \$26 (annualized \$48k-\$54,0580). The Association & Foundation offers a competitive benefits package including but not limited to medical, dental, vision, life insurance, short-term and long-term disability, retirement and paid time off for all full-time employees. This is a donation funded position. The Administrative Assistant will be required to be on a Volunteer Services Agreement (VSA) with USAFA.

## **SUBMISSION INSTRUCTIONS:**

Applicants must submit a cover letter and a resume to receive full consideration. Applications can be submitted via [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6960612](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6960612). The position will remain open until filled.